

CALIFORNIA PERSONNEL OFFICE DIRECTORY INSTRUCTIONS

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GENERAL INSTRUCTIONS

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ACCESSING THE CPOD

The Uniform Resource Locator (URL) to access the CPOD Homepage is
<http://www.sco.ca.gov/ppsd/cpod/index.shtml>.

You may also access the CPOD Homepage from the State Controller's Office (SCO) Homepage at
<http://www.sco.ca.gov/>.

1. From SCO's Homepage, click on the "State Employee" button.
2. Click on "State Department/Campus Reference Data."
3. Click on "California Personnel Office Directory. This will take you to the CPOD Homepage.
4. Click on "California Personnel Office Directory" within the CPOD Homepage to open the directory.
Note: You may also open either "General Instructions" or "California Personnel Office Directory Update Form" by following the above steps.

[CLICK HERE](#) to go to the directory right now.

NAVIGATING THE CPOD

1. From the directory's index page, click on the beginning letter for the state department that you are trying to locate or click "CSU" for campuses. For example, if the department is Department of Food and Agriculture, click on "F." This will move you to that section of the CPOD Table of Contents.


Note: A  hand with an index finger pointer will appear when your mouse is over the appropriate location.

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Click Letter

Click Department/Campus Name

2. From here, click on the state department or campus.

[FOOD AND AGRICULTURE, DEPARTMENT OF](#)
[FORESTRY AND FIRE PROTECTION, DEPARTMENT OF](#)
[Northern Region - Headquarters](#)

The state department or campus information will now be viewable.

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3. You may also scroll through the directory to locate any state department or campus. Click on "Back to Index" to return to the Table of Contents Index. Within a department or campus page, click on "Back to Table of Contents" to return to the Table of Contents.

SEARCH FUNCTION

You may search the CPOD by various items (e.g., employee name, agency code, department or campus).

1. Click on the binoculars in the upper right side of the toolbar.
2. Enter the name, agency code, or state department/campus that you would like to locate and click on "OK."
3. Click on the binoculars again if the location is not correct, and then click on "Find Again." This will bring you to the next occurrence of the search item.

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CALIFORNIA PERSONNEL OFFICE DIRECTORY UPDATE FORM

CPOD UPDATE FORM INSTRUCTIONS

New Information and information no longer valid will need to be updated online using the CPOD Update Form. To access the online CPOD Update Form:

1. Go the CPOD Homepage on SCO's web site. (Click here for detailed instructions on [Accessing the CPOD.](#))
2. Click on the link to "California Personnel Office Directory Update Form." This will bring up a blank CPOD Update Form.

In order to navigate through the update form, you may use the Tab Key or point and click using your mouse. Initially, point and click with your cursor on the Department field:

1. Enter state department or campus name in Department/Campus Name. **(You must complete the Department/Campus Name on every CPOD Update Form.)**
Note: If you are only updating employee information, click on [FOR EMPLOYEE UPDATE ONLY \(CLICK HERE\)](#) on the form. When this is clicked, you will be moved to the EMPLOYEE INFORMATION section.
2. Then tab or point/click to next field.
3. Point/click on the applicable radio button for **Add**, **Change**, or **Delete**, and then move (tab or point/click) to corresponding box for the item being updated.
4. Continue with this process until complete. You may update up to five employees on each CPOD Update Form.
5. Once the updated information is complete, point/click on the "Submit" button located on the bottom of the form. Your update is now forwarded to SCO.

If you want to erase the entire CPOD Update Form, point/click on the "Reset" button located on the bottom of the form.

CONTACTS

If you have any questions or problems, contact Ann Mitchell at (916) 322-7978 or Kimberly Jenness at (916) 322-7979.

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